

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

16 May 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (9-15 May 1985)

A. PROGRESS ON ACTION ITEMS

1. TOP SECRET DOCUMENT HOLDINGS INVENTORY. The Information Resources Management Division (IRMD) has begun the 1985 inventory of the TS holdings of Agency offices. Listings of documents with a covering memorandum were sent to 13 offices for verification. Distribution of the inventories to the remaining TS control points will be made by the end of May. Responses are due by the end of July.

2. SURVEY ACTIVITIES. Representatives of IRMD began the survey of the information handling and records management practices of the Office of Scientific and Weapons Research on 13 May. Initial efforts will focus on the OSWR registry and then proceed to the eight divisions that comprise the office. The survey is expected to take eight to ten weeks.

B. SIGNIFICANT EVENTS AND ACTIVITIES

*1. REVISION OF THE HANDBOOK ON REQUIRED READINGS. The Regulatory Policy Division completed the revision of [redacted] and sent the revision to the appropriate Agency coordinators for review. The Handbook contains [redacted] the preface as requested by the Executive Director of the Agency. It also incorporates new and updated Agency policy.

2. BRIEFING ON TRIS/TSCADS. At the request of the Information Management Staff, Directorate of Operations (IMS/DO), representatives from IRMD gave a briefing to select representatives from the DO on TRIS and the new restructured TSCADS system. The briefing included a discussion of the capabilities of each system and how it can be used. There also was a terminal demonstration of select system features and menus. The attendees were particularly impressed with the records management portion of TRIS. The DO representatives indicated they would be getting back to IRMD for further information.

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3. ISOO VISIT. A representative from IRMD served as the Escort Officer for Steven Garfinkel, Director, Information Security Oversight Office (ISOO), and members of his staff when they visited the Agency to attend a briefing presented by representatives from the Office of Security and the Office of General Counsel. The briefing concerned the unauthorized disclosures reported by the Agency to the Department of Justice for the period 1 October 1984 through 31 March 1985. The ISOO representatives were satisfied with the information provided and no follow-up action is anticipated.

4. OFFICE OF PERSONNEL (OP) RECRUITMENT OFFICE SURVEY. A representative from IRMD and the RMO for OP have completed the information handling survey of the Denver Recruitment Office. Their survey indicated a need for better organization of office files and for improvements in paperwork handling procedures. They also provided guidance in the areas of records disposition, filing equipment, and forms usage. The senior officer at the Denver Recruitment Office was receptive to the recommended changes and expressed his appreciation. A report with recommendations will be sent to OP.

5. CLASSIFICATION REVIEW REQUEST. The Classification Review Division (CRD) has received a request from the Department of Energy (DOE) for classification review. The material--relating to nuclear and intelligence matters dating from World War II--is from a collection of a DOE scientist who recently died. DOE believes that the material contains classified information of interest to the Agency and, therefore, has requested a preliminary review of the material by the Agency to determine a course of action. CRD is contacting appropriate components within the Agency regarding this matter.

6. INFORMATION AND PRIVACY DIVISION WEEKLY REPORT. The current backlogs of information requests have changed only marginally, but initial requests are back on the downward slide at 2,396 cases. A new FOIA request of particular interest concerns all records on [redacted] (see item 3. c of the attached report). An official position has been taken regarding FOIA requests for information on Joseph Mengele, the infamous Nazi "death doctor." The Department of Justice has instructed the Agency not to release any records because of the current investigation on Mengele. (For "FOIA watchers," the (b)(7)(A) exemption is being cited for the denial.)

Attachment

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15 May 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:
Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (8 - 14 May 1985)

- | 1. | <u>The Week in Review</u> | <u>8 - 14 May 1985</u> | <u>1985 Weekly Average</u> |
|----|-----------------------------|------------------------|----------------------------|
| a. | New cases | 49 | 56.2 |
| b. | Cases closed | 51 | 83.8 |
| c. | New appeals logged | 4 | 2.8 |
| d. | Appeals closed | 2 | 1.1 |
| e. | Manpower (man-weeks) | 111.9 | 103.1 |
| 2. | <u>Current Backlogs</u> | | |
| a. | Initial requests - 2396 | | |
| b. | Appeals - 171 | | |
| c. | Open litigations - 91 | | |
| 3. | <u>Spotlighted Requests</u> | | |

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STAT IPD, [] (15 May 1985) (Final)

Distribution:

Orig - Adse

1 - DCI/DDCI/Executive Director

1 - DCI History Staff

1 - DDI

1 - DDO

1 - DDS&T

5 - OIS

1 - C/PAO

1 - Comptroller

1 - IG

1 - OGC

1 - OLL

1 - OP

1 - OL

1 - C/IMS []

1 - DDO/IRO

STAT 21 - DDO/IMS []

1 - DDI/IRO

1 - DDA/IRO

1 - IC/IRO

1 - OTE/MAT

1 - IRG/OS

1 - IPD Subject

1 - IPD Chrono

1 - IPD Reading Board

1 - HGH

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CLASSIFICATION REVIEW DIVISION
RECORD OF REVIEW

PERIOD: 6-10 May 1985 REVIEWER: _____ BRANCH: Combined Division

SOURCE OF MATERIAL TYPE OF REVIEW NO. OF DOCUMENTS NO. OF PAGES

EXTERNAL REQUESTS:

DOD

AIR FORCE

ARMY

DIA

JCS

NAVY

NSA

OSD

NARS (STATE)

WNRC

STATE

CDC/SR (FRUS)

(FRUS)

OTHER

SUB TOTALS

INTERNAL REQUESTS:

PRB

IPD

OLL

OGC

SAE

OTHER OES Job 56-20

SUB TOTALS:

SPECIAL PROJECTS

RIMS

OTHER

GRAND TOTALS:

systematic

46

563

1963 Vietnam
1955-57 Middle East

Est. 200

Est. 400

1 (CONT)

350

247

1313

separation

13

14

systematic

400

400

413

414

Book

1 book
(4 RIMS SHEETS) 161

661

1888

CLASSIFICATION REVIEW DIVISION
RECORD OF HISTORICAL REVIEW

PERIOD COVERED 6-10 May 1985 DIVISIONAL _____ INDIVIDUAL Combined Division

ACTIVITY	MATERIAL		EFFORT		
	Job	/ Boxes	FT	PGS	HRS
RECORDS SEARCH/SURVEY	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
PREPARATION FOR REVIEW	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
DECLASSIFICATION REVIEW	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
PROCESSING	_____ _____ _____	_____ _____ _____			_____ _____ _____
PREPARATION FOR RELEASE	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
COMPUTER INPUT SYSTEM	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
CAPTURING DATA FOR RIMS	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
TRAINING	<u>BACKGROUND READING (CLASSIF.)</u> TYPE <u>COMPUTER PRACTICE</u> <u>OTHER</u>				HRS <u>30</u>
ADMINISTRATIVE DUTIES	TYPE _____				HRS <u>30</u>
OTHER ACTIVITIES	TYPE _____				HRS _____

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14 May 1985

MEMORANDUM FOR: Director of Information Services

FROM: [REDACTED]

Chief, Information Resources
Management DivisionSUBJECT: Weekly Report of Information Resources
Management Division, 8 - 14 May 19851. Work in Progress

a. TS Documents. Staff, annuitants, and components continue their search efforts for unaccounted for Top Secret collateral documents. [REDACTED] found one document in his review of office documents. Annuitant, [REDACTED] found 336 Top Secret collateral documents in Records Center holdings of the Office of Current Production and Policy Support that were not charged to that office. Our other annuitants, [REDACTED] completed search efforts last week in ODDI offices and the Arms Control and Disarmament Staff. Finally, the Office of SIGINT Operations reported finding three unaccounted for TS documents during May.

[REDACTED] Chief, Document Accountability Section, Information Control Branch, has initiated the 1985 inventory of the TS holdings of Agency offices. Listings of documents with a covering memorandum were sent to 13 offices for verification. Distribution of the inventories to the remaining Top Secret control points will be accomplished by the end of May with responses due by the end of July. One inventory has already been returned for processing and an audit of these documents will take place during the next week.

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c. Survey Activities. [redacted] ICB, began their survey of the information handling and records management practices of the Office of Scientific and Weapons Research on 13 May. Their initial efforts will focus on the OSWR registry initially and then progress to the eight divisions that comprise the office. The survey should take eight to ten weeks to complete.

2. Significant Events and Activities

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a. TRIS Briefing. At the DO's request, [redacted] Information Technology Branch, briefed [redacted] and five other members of the [redacted] Information Management Staff, DO, on TRIS and the new TSCADS system that is incorporated in TRIS. The briefing included a discussion of the capabilities of each system and how they could be used. [redacted] also provided a terminal demonstration of some system features and menus that have been programmed for various actions. The DO offices were particularly impressed with the records management portion of TRIS, namely, its ability to assign disposition dates to records filed in a folder. There was no indication at the meeting what use the DO may be planning for TRIS, but the representatives indicated they would be getting back to IRMD for further information.

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b. ISOO Visit. [redacted] Information Management Branch, IMB, accompanied Steven Garfinkel, Director, Information Security Oversight Office, and members of his staff for a briefing on the unauthorized disclosures reported by the Agency to the Department of Justice for the period 1 October 1984 through 31 March 1985. The briefing was conducted by [redacted] Office of Security, and [redacted] Office of General Counsel. The ISOO representatives were satisfied with the information provided and no followup action is anticipated.

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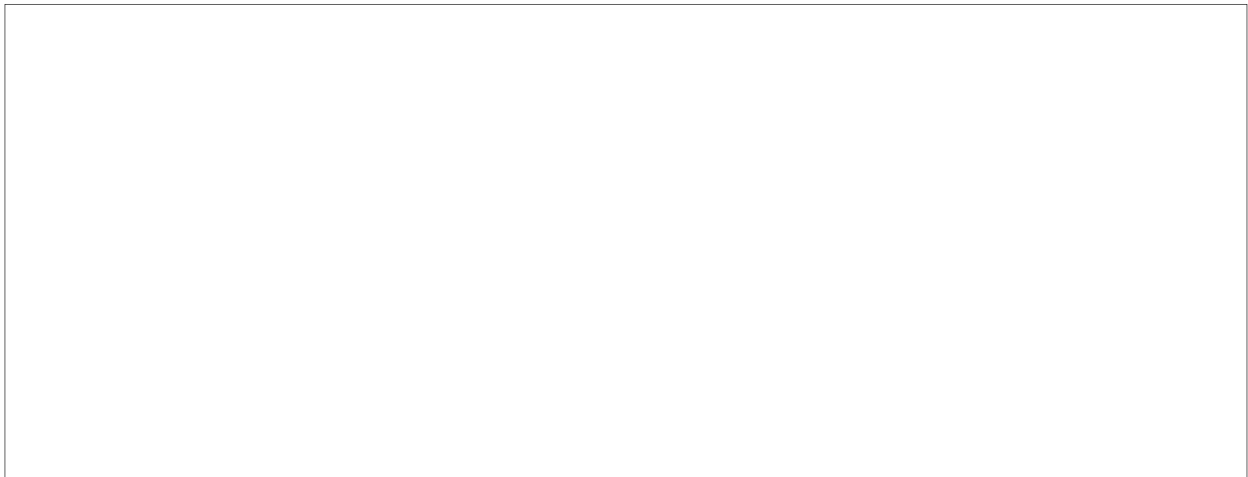
c. Professional Training. [redacted] IMB, attended the Business Forms Management Association 16th Annual International Conference at the Hyatt Regency, Crystal City. The theme of this year's conference was "Success through Achievement". The workshops, sessions, roundtables, and tours all were aimed at enhancing the participant's knowledge of forms management issues and increasing job effectiveness. [redacted] attended a variety of workshops and sessions, including ones dealing with evaluating the effectiveness of a forms program and the use of bar codes on forms.

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Chief, IRMD, and [redacted] ICB, attended the Annual Conference of the Maryland Chapter of the Association of Records Management Officers in Baltimore, Maryland. Seminars were held on the protection of vital records and disaster recovery, automated records management systems, and steps in establishing a records management program. The sessions on vital records and establishing a records management program were well presented, and highlighted the need for management support in these efforts. The two software applications were designed to be used with personal computers and do not appear to be applicable to Agency operations at this time.

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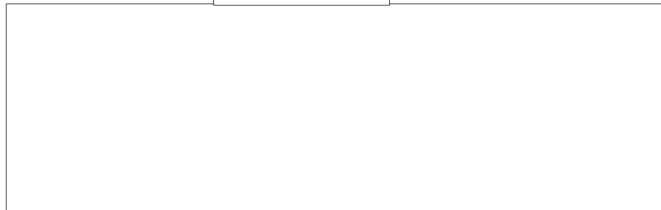


e. Records Center. Records Center personnel performed the following activities during the week:

RAMS:	Made 32 additions, 12 changes, and 9 deletions.
ARCINS:	Jobs received/edited: 18. Jobs keyed: 22 consisting of 1,412 entries. Jobs completed: 35.
Accessions:	Received 18 jobs totaling 337 cubic feet.
References:	Serviced 2,361 requests for records. Conducted an FOIA subject search for O/DCI.
Special Run:	One to [redacted]

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14 May 1985

MEMORANDUM FOR: Director of Information Services

FROM:

Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 8 May
through 14 May 1985

1. RPD is currently working on 102 jobs which include all types of issuances--regulations, handbooks, notices, and employee bulletins. During the past week, RPD received 11 new proposals for processing, actively pursued coordination of 17 issuances, sent 8 regulations and notices forward for DDCI and/or DDA approval, and had 6 issuances published.

2. In response to a request from the Director of Security for priority consideration to process a notice announcing the establishment of the RPD edited, coordinated, hand-carried the notice to the DDA for approval, and had it published and distributed in a 24-hour period.

3. The required continuous negotiation by editor, even after the 6 May special meeting of the Draft B was forwarded to the major coordinators on 7 May. DDS&T/FBIS had some significant changes which were acceptable to the ADDA as Chairman, LDC. The final draft was forwarded to the DDA on 13 May for approval.

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STAT 4. RPD editor, [] filled in for our ailing Research Chief,

STAT [] and spent about an hour on 9 May responding to a request from

STAT [] to locate and forward the version of []

STAT [] in effect during 1977. The handbook was needed

by the Rewald case task force. []

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STAT 5. Editor [] has reviewed and forwarded to the Office of

STAT Logistics comments on [] An additional copy of

the 300 page handbook was provided to DI/RMO for coordination because the

handbook sent earlier for comments can't be located. DI/RMO responded quickly

STAT with concurrence after receipt of the second handbook. [] is also

STAT working on [] which were sent out for

STAT coordination and [] which are being revised to

incorporate the policy previously set forth in headquarters notices. []

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STAT 6. Editor [] is completing the final draft of []

STAT [] Previously, she had satisfactorily negotiated various

issues raised by IMS/DO. Two outstanding differences on which DO would not

concur involved RPD and regulatory policy. C/RPD met with C/IMS/DO at

Headquarters on 10 May to explain that the issues raised by DO were not in

STAT accord with Agency policy and the matter was resolved amicably. [] is in

final preparation for approval by the DDA. []

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7. The listing of proposed issuances this week will not include all

issuances received by RPD because of our cutoff for reporting. It is

noteworthy and typical of our current operation that RPD has received

10 issuances for processing in the last 24 hours of which 4 are

priorities. []

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STAT 8. Editors [] are on leave 13 and 14 May. []

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STAT 9. Editor [] also has edited and forwarded to coordinators

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STAT 10. [] completely revised []

STAT [] which was forwarded to Agency coordinators on 13 May. The 60 page
STAT Handbook contains [] in the preface as
requested by the EXDIR and it also incorporates new and updated Agency
policy. Among other issuances, one of his priority items is Employee Bulletin
STAT [] being prepared for DDA
approval. []

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STAT 11. Another Headquarters notice being processed on a priority basis was
initiated by the DDA. []

STAT []
STAT [] The notice was received by RPD at noon on Monday,
13 May. The notice had a strange journey because the DDA registry sent it to
Ames Building on 7 May and it was returned to DDA Registry on 9 May without
reaching RPD. The DDA Registry sent it out again on Friday, 10 May and it
reached RPD on Monday. RPD is coordinating the notice with OGC and expects to
return it to the DDA for signature on Wednesday, 15 May. []

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STAT 12. [] was ill during 8-10 May and missed by her
colleagues. []

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13. [redacted] gave considerable amount of time to the

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editing of [redacted] submitted by DO for processing. The proposed regulation requires such extensive modification that RPD found it necessary to return it to DO for a new draft. Yesterday, DO requested guidance on the preparation of a new draft and our two RPD editors will invite DO representatives over and explain the annotated changes required. (A-IUO)

14. RPD responded to requests for copies of published issuances from DO, OC, ORD, OMS, OSO, OS, ODE, and OGC. (U)

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15. [redacted] have handled a number of issuances telecommunicated to and from RPD. After editing and formatting RPD sent the issuances to Agency components for coordination. (U)

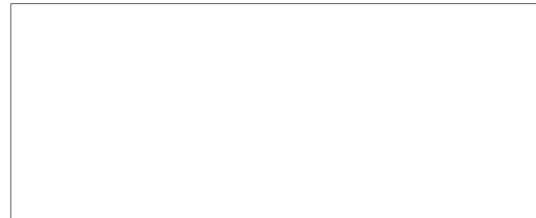
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16. RPD (mostly [redacted] hand-carried seven issuances to headquarters and to the Key Building because of priority handling required. (U)

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17. [redacted] responded to 202 telephone queries during the past week. (U)

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